



U. S. MISSION

Vacancy Announcement

13-65

VACANCY ANNOUNCEMENT - DHAHRAN

05/12/2013

OPEN TO	SAUDI NATIONALS ONLY
POSITION	SURVEILLANCE DETECTION SHIFT SUPERVISOR, FSN-06, POSITION #100156
OPENING DATE	SUNDAY, MAY 12, 2013
CLOSING DATE	SUNDAY, MAY 26, 2013
WORK HOURS	FULL TIME; SATURDAY TO WEDNESDAY (40 HOURS/WEEK)
SALARY	*ORDINARILY RESIDENT: POSITION GRADE: FSN-06, SR 60,172 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES)

The U. S. Consulate in Dhahran, Saudi Arabia is seeking an individual as Surveillance Detection Shift Supervisor.

BASIC FUNCTION OF THE POSITION

Provides daily shift supervision to the team responsible for providing security for facilities and personnel by performing procedures to detect and report on indicators of possible hostile surveillance. In case of imminent attack, calls for immediate assistance and takes action to prevent death or injury to personnel and/or destruction of property.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- 1. Education:** Completion of Secondary school is required.
- 2. Experience:** 3 years of supervisory work experience in any field.
- 3. Language Requirements:** Level II English (Limited working knowledge - reading, writing, and speaking) and Level IV Arabic (Fluent -reading, writing and speaking) required. Skills will be tested.

4. Knowledge/Other criteria: Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal patterns and behaviors. Must be able to conduct area analysis and identify choke points and travel routes.

5. Other Skills: **Valid driver's license required;** skilled in use of technical equipment such as digital and video cameras required. Keyboard/typing and basic computer skills required along with familiarization with photo software is desired. Must be able to work independently. Must have strong organizational and observation skills.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period **are not eligible to apply.**
3. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment (DS-174).
2. A current resume or curriculum vitae.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned and references) that addresses the qualifications requirements of the position as listed above.
4. Copy of Saudi identity card.

SUBMIT APPLICATION TO

In person: Front Gate, US Consulate General Dhahran

By mail: Human Resources Office, P. O. Box 38955, Dhahran 31952

By e-mail: DhahranHR@state.gov

FAX: 03-3302123

POINT OF CONTACT

Human Resources Office

Telephone: 03-3303200 ext 3086

DEFINITIONS*

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.